

Community Policing Fund Grant – 2006

BUDGET NARRATIVE

You must provide a **Budget Narrative** that explains the rationale for each item listed on the Community Policing Itemized Budget form and provides the basis for its cost. Items that are not thoroughly justified and clearly related to the community policing purpose of your proposed project will be deleted from your budget. See page 2 for additional instructions.

Item Description, Cost Basis, Justification	State Funds (75%)	Cash Match (25%)
Consultants: <ul style="list-style-type: none"> Consultant costs may not exceed \$450.00 per day Must comply with applicable procurement regulations 		
Travel:		
Equipment:		
Supplies and Other:		
Grand Total:		

BUDGET NARRATIVE

1. **Consultants:**

Requests for funds for consultants will be very carefully screened. The narrative must clearly explain how the use of outside consultants will significantly and permanently enhance local community policing efforts and services.

- a) For individuals to be reimbursed for personal services on a fee basis: list each type of consultant or service (with numbers in each category and names of major consultants when available), the proposed daily fee rate, and the amount of time to be devoted to such services. **Individual Consultant rates may not exceed \$450.00 per day.**
- b) For organizations, providing professional services, including professional associations and educational institutions: state the type of services being performed and estimated contract price.
- c) Consultant Travel and Subsistence: Estimate actual costs. These must be reasonable and adhere to the sub-grantee's established travel policy.

2. **Travel:**

Itemize total travel expenses of project personnel by local and non-local mileage, and subsistence (costs for lodging and meals.) Sub-grantees may follow their own established travel policy and rates. If a sub-grantee does not have established travel policy, the Commonwealth of Virginia travel policy must be followed. Actual, reasonable expenses are allowable. Transportation costs, such as air and rail fares, are at coach rates. The narrative should explain the relevance of the proposed travel to job duties and local community policing efforts and services.

3. **Equipment:**

Each item to be purchased must be separately listed with unit cost. Each item to be leased or rented must be separately listed with the cost associated with the lease or rental. The budget narrative must thoroughly explain the relevance and importance of each item to the project. Items not thoroughly justified will be deleted.

4. **Supplies and Other Operating Expenses:**

All costs should be itemized within this category by major types (e.g., office supplies, training materials, research forms, telephone, and postage). The basis for cost computations should be shown ("x" dollars per month for office supplies; "y" dollars per person for training materials; telephone long distance at "z" dollars per month, etc.). Office rental costs must be reasonable and consistent with rents charged in the area.

5. **Cash Funds From Sources Other Than The Grant:**

This item is included to permit those applicants wishing to do so to show any additional support which they may be providing to the proposed project, beyond the funds (both DCJS and match) actually applied for in the grant application budget. Funds shown in this item are not governed by the terms, conditions and assurances which apply to the grant award. List the source and amount of cash, other than required matching funds, that will help support this project.